



DEAR EXHIBITOR,

On behalf of the Department of Community Affairs' Division on Women and the New Jersey Housing and Mortgage Finance Agency, we invite you to become an exhibitor at the 2010 NJ Governor's Conference for Women, scheduled for Tuesday, May 4, 2010 at the Atlantic City Convention Center in Atlantic City. More than 2,000 people attended the 2009 Women's Conference, and we expect to surpass that number in 2010!

Show your support for the New Jersey Women's Conference - the state's largest and most dynamic educational and networking opportunity for New Jersey women. You do not want to miss this significant opportunity to introduce your products and services to attendees, meet with valued customers, network and expand your list of potential clients.

The exhibit fee includes:

- One 6' skirted table with two chairs;
- One full conference registration and set of conference materials, including admission to Keynote Luncheon, all sessions and meals;
- One Exhibit Area ONLY pass;
- Complimentary listings in the Conference Program Book and on the Conference website; AND
- Two complimentary tickets to our Networking Reception on May 3 from 7 p.m. to 9 p.m.

Please review the attached Exhibitor Application or contact Jennie Purcell at 609-633-0600 with any questions. **Act soon! Space is available on a first-come, first-serve basis.** All applications must be postmarked by March 31, 2010. Once payment is received, you will receive an information packet with specifics regarding time, location and contacts for exhibit facilitation.

Thank you for your consideration. Your support will ensure the success of the NJ Governor's Conference for Women while providing you with increased visibility before our audience of dynamic women leaders.

L. BeBe Major
Co-Chair
Sponsorship Committee

Irene Burke
Co-Chair
Sponsorship Committee



EXHIBITOR APPLICATION FORM

Applications must be postmarked by March 31, 2010 to ensure a listing in the conference program.

The undersigned hereby makes application for space to exhibit equipment, merchandise, or services at the 2010 NJ Governor's Conference for Women, to be held at the Atlantic City Convention Center, Atlantic City, NJ on May 4, 2010. All applications must be postmarked by **March 31, 2010** to ensure a listing in the conference program.

PLEASE LIST CONTACT INFORMATION AS YOU WOULD LIKE IT TO APPEAR IN THE PROGRAM BOOK AND ONLINE:

Company Name: _____
 Address: _____
 County, City, State, Zip: _____
 Contact Name/Title: _____
 Phone: _____ Fax: _____ E-mail: _____
 Web Site: _____
 Type of Business or Organization: _____

EXHIBITOR INFORMATION: (Please note: Exhibit fee includes **ONE** full conference registration and admission to the Keynote Luncheon on May 4, **ONE** Exhibit Area Only pass, and **TWO** tickets to the Networking Reception on May 3. (Additional conference tickets may be purchased below.)

Name	Title	Attending 5/3 Reception	Attending 5/4 Luncheon
1) <i>Complimentary Full Registration</i>	_____	<input type="checkbox"/>	<input type="checkbox"/>
2) <i>Exhibit Area ONLY Pass</i>	_____	<input type="checkbox"/>	
3) <i>Additional conference ticket</i>	_____	<input type="checkbox"/>	<input type="checkbox"/> (+\$99)

Additional conference tickets can be purchased for \$99 each if registered by March 22, 2010. After March 22, 2010 (and before April 27, 2010) tickets are \$125.00. Onsite registration will be available at a cost of \$150.

BOOTH AND ATTENDEE INFORMATION:

Item	Cost	Quantity	Total Cost
6' skirted table and two chairs (NO ELECTRIC)	\$250 per booth		
Additional conference tickets	\$99		
Total amount enclosed with Exhibitor Application:			

SPACE IS LIMITED! SEND PAYMENT IMMEDIATELY TO RESERVE YOUR SPOT!

Electrical hookups are NOT available onsite. The AC Convention Center is expected to be WIFI in early 2010. Please plan accordingly. Payment is due in full at the time of application. Exhibitor applications must be postmarked by March 31, 2010. Once payment is received, you will receive an information packet with specifics regarding time, location and contacts for exhibit facilitation.

The NJ Governor's Conference for Women reserves the right to deny the application of companies whose companies are not in keeping with the Conference's professional business environment. In an effort to provide a diverse lineup of exhibitors, show management reserves the right to limit similar product offerings and services. Exhibitors are expressly prohibited from promoting political candidates.

Please complete, sign and print ONE form per company.

Make checks payable to **"Governor's Conference for Women"** and return to: *NJ Governor's Conference for Women* • P.O. Box 18550 • Trenton, NJ 08650-2085

For more information, please contact:
 Jennie Purcell at 609-633-0600 or jpurcell@dca.state.nj.us



EXHIBITOR AGREEMENT

Please read, sign and return with application

1. The New Jersey Housing & Mortgage Finance Agency (referred to as "Sponsor"), for and in consideration of the sum hereinafter mentioned, hereby agree to permit _____ (referred to as "Vendor") as identified further on the attached or previously submitted Application for Space ("Application"), use of _____ six-foot exhibit space(s) at the 2010 NJ Governor's Conference for Women (scheduled at the Atlantic City Convention Center, Atlantic City, New Jersey on May 4, 2010).
2. Vendor hereby agrees to pay the rental sum of \$250 per each six-foot exhibit space, plus any additional charges per Section 3(b), such sum to be paid to the Sponsor postmarked by March 31, 2010. Vendors who do not meet the deadline will not be included in the Conference Program Book.
3. It is stipulated and agreed between the Sponsor and the Vendor as follows:
 - a) Each exhibit space made available to the Vendor shall be provided with one six-foot long table and two chairs.
 - b) The cost of any damage sustained by the Atlantic City Convention Center or any other party through the fault or negligence of the Vendor, its agents, employees, invitees, independent contractors or other persons under the Vendor's controls shall be the sole responsibility of the Vendor.
 - c) Any garbage accumulating from the Vendor's exhibit space(s) must be removed by the Vendor at the Vendor's sole expense prior to 6:00 p.m.
 - d) Vendor exhibit must be set up between 11 a.m. and 5:30 p.m. on Monday, May 3, 2010. Dismantling of exhibits may not commence before 4 p.m. on Tuesday, May 4, 2010.
 - e) Vendor shall vacate the exhibit space(s) by 6 p.m. on May 4, 2010, and leave the same in as good a condition as said exhibit space(s) were when received by the Vendor. Anything left after 6 p.m. may be considered abandoned and disposed of accordingly.
 - f) Vendor agrees to abide by the rules and regulations of the Atlantic City Convention Center.
 - g) Vendor understands that space in the exhibit area is limited and may be over subscribed, in which case vendors who have paid and who cannot be accommodated will be notified prior to the Conference. Furthermore, the Sponsor reserves the right to cancel the Conference or change the venue and/or time. Any remittances from Vendors not accommodated will be returned in full, without interest and the Sponsor will be under no further obligations. The Sponsor shall not be responsible for incidental, consequential or other damages.
 - h) The Sponsor, their employees and agents shall not be responsible for loss or damage to any property, or injury to any person of the Vendor, its agents, employees, invitees, licensees or guests.
 - i) Vendor assumes responsibility and liability for all damage, loss and injury to property and persons arising from the movement or operation of Vendor's exhibit, and hereby agrees to indemnify the Sponsor for any loss or liability with regard to the same.
 - j) Liability Insurance on all exhibits is required at the Vendor's own expense.
 - k) Any claims against the Sponsor is governed by and subject to the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., and the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq., as well as the provisions of this Agreement.
 - l) This Agreement contains the entire understanding of the parties and supersedes any previous agreement with respect to the subject matter contained, whether written or oral. This Agreement may not be modified by the parties except by written amendment.
 - m) No food or beverages of any kind will be permitted to be brought into the Atlantic City Convention Center by the Vendor, or any of the Vendor's guests or invitees.
 - n) Performance of this agreement is contingent upon the ability of the Sponsor to complete same, and is subject to labor trouble, disputes, strikes or picketing, accidents, government (federal, state or local) requisitions; restrictions upon travel, transportation, food, beverages or supplies; and other causes, whether enumerated herein or not, which are beyond the control of the Atlantic City Convention Center. In no event shall the Sponsor be liable for the loss of profit or other similar or dissimilar collateral or consequential damages, whether based on breach of contract, warranty or otherwise.

I acknowledge that the New Jersey Housing and Mortgage Finance Agency (HMFA), its contractors, or agents may take photographs of attendees in connection with the Conference, and I hereby agree that HMFA may, at any time and without payment of compensation of any sort, use and publish my photograph in all media (including web sites) and types of advertising and promotion in connection with activities of HMFA.

Refund Policy: All cancellation requests must be received in writing and postmarked by March 31, 2010. Refunds less a \$25 administrative fee will be returned 6-8 weeks following the conference. No refunds will be issued after March 31, 2010.

In witness whereof:

_____	By: _____	Date: _____
(Vendor Company)	(Vendor Signature)	
_____	By: _____	Date: _____
(NJ HMFA)	(NJ HMFA Signature)	

Note: An executed copy of the contract will be returned to the Vendor and will serve as confirmation of reservation.

Please complete, print and sign ONE form per company.